

# Welcome

## This evening we will cover:

1. Introduction to Office 365 at SWA.
  - What it is;
  - What can it do;
  - How does your child log in from home.
2. How it will be used to set work now and in the future.

[www.office.com](http://www.office.com)

Or

Download the apps you want to  
use at home.

Put them on your phone, tablet  
or laptop.



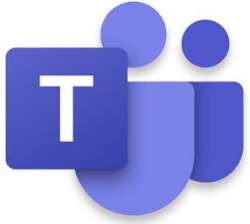
Teams App



Outlook App

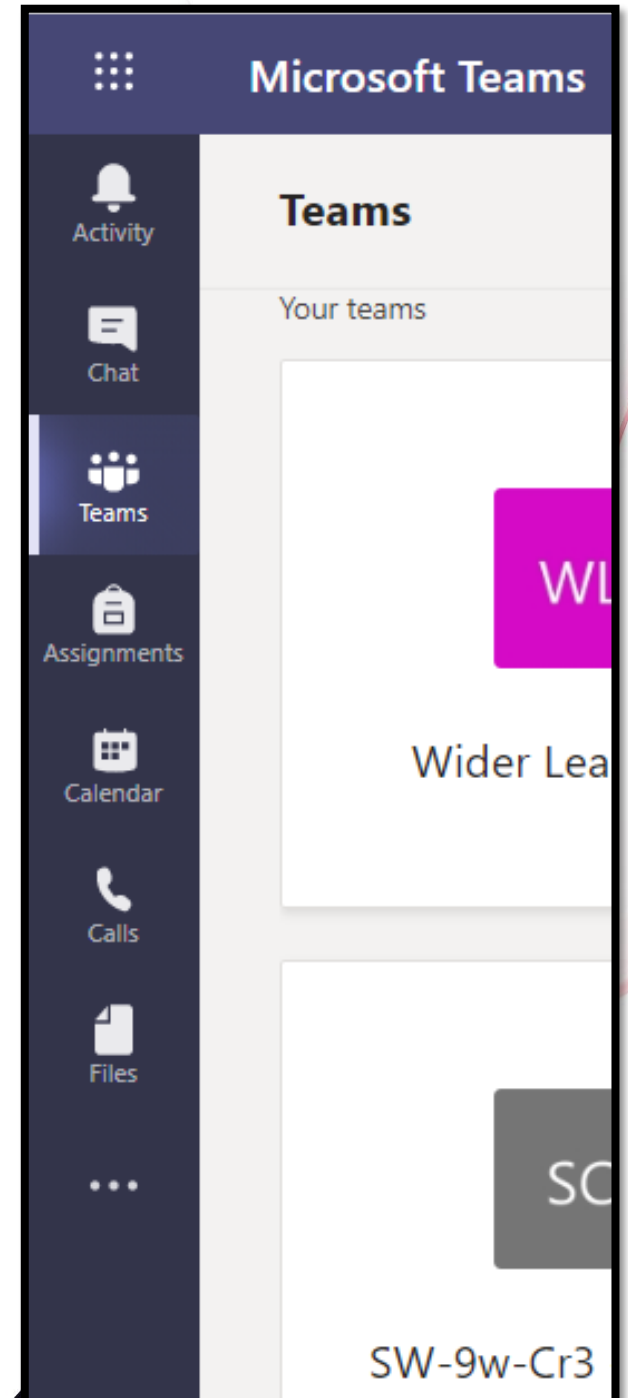
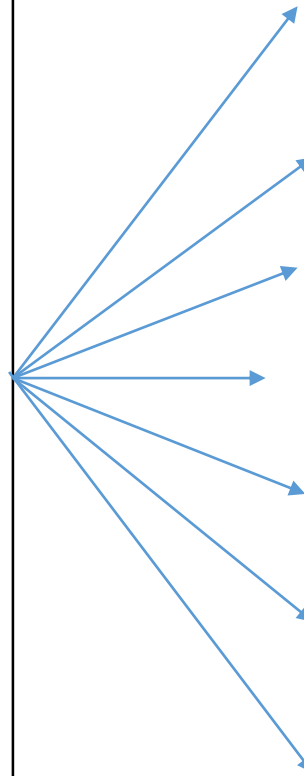


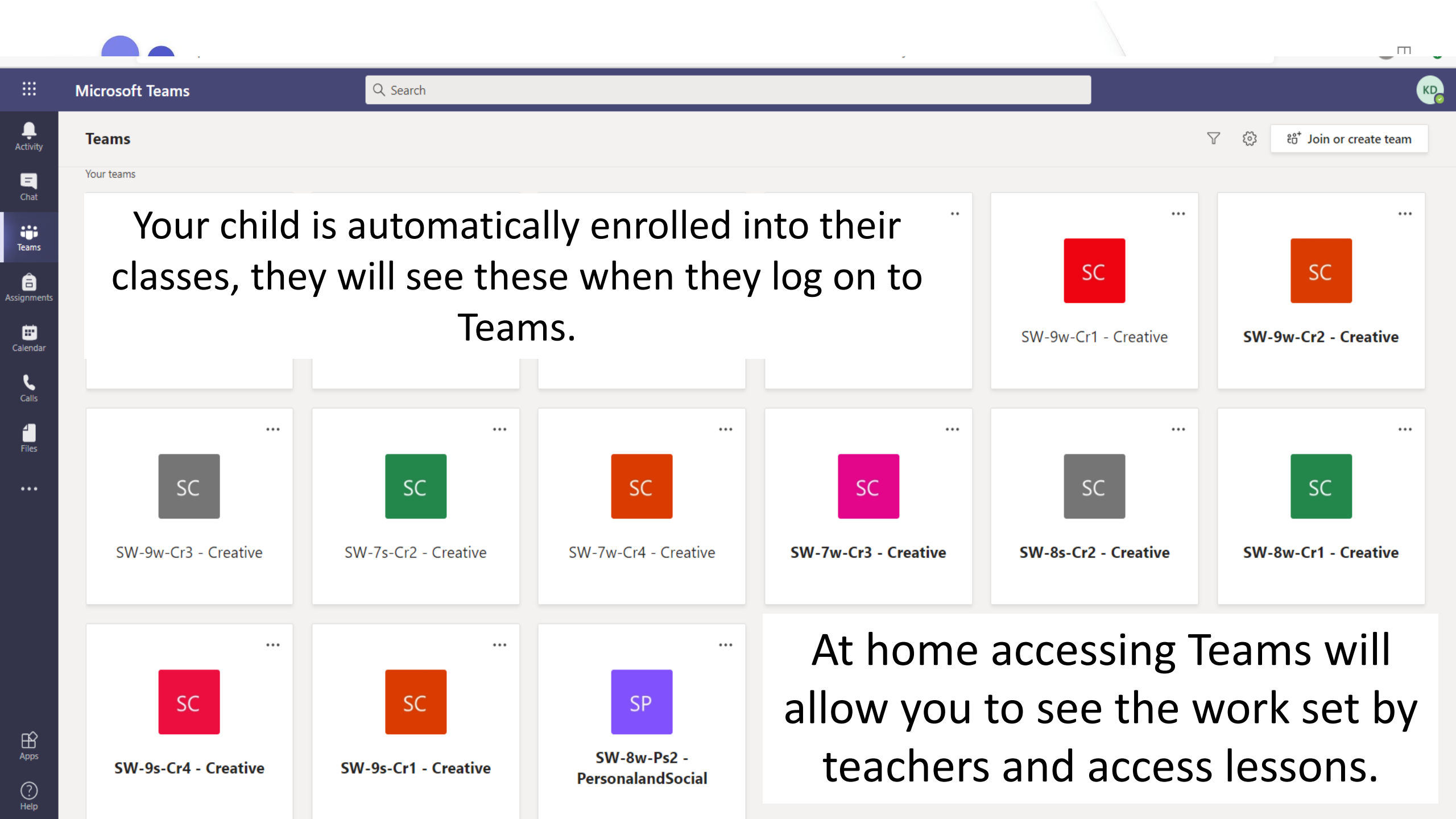
OneDrive App



When in the TEAMS programme, you will be able to access various things.

Use the tool bar on the left hand side to do this.





Teams

Your teams

Your child is automatically enrolled into their classes, they will see these when they log on to Teams.

SC

SW-9w-Cr1 - Creative

SC

SW-9w-Cr2 - Creative

SC

SW-9w-Cr3 - Creative

SC

SW-7s-Cr2 - Creative

SC

SW-7w-Cr4 - Creative

SC

SW-7w-Cr3 - Creative

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SW-8s-Cr2 - Creative

SC

SW-8w-Cr1 - Creative

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SW-9s-Cr4 - Creative

SC

SW-9s-Cr1 - Creative

SP

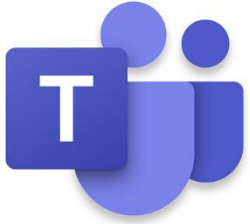
SW-8w-Ps2 - PersonalandSocial

At home accessing Teams will allow you to see the work set by teachers and access lessons.



# To access a lesson, homework or resources click the class group tile.

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a list of teams under 'All teams'. A team named 'Class Team' is visible, with a sub-channel 'Test 1' highlighted. The 'Test 1' channel header is circled in black. Below the header, there is an illustration of two people, one holding a laptop and the other pointing at a screen with a message bubble. Below the illustration, the text reads: 'Let's get the conversation started' followed by 'Try @mentioning a student or teacher to begin sharing ideas.' At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a row of icons for actions like edit, emojis, attachments, and more options.



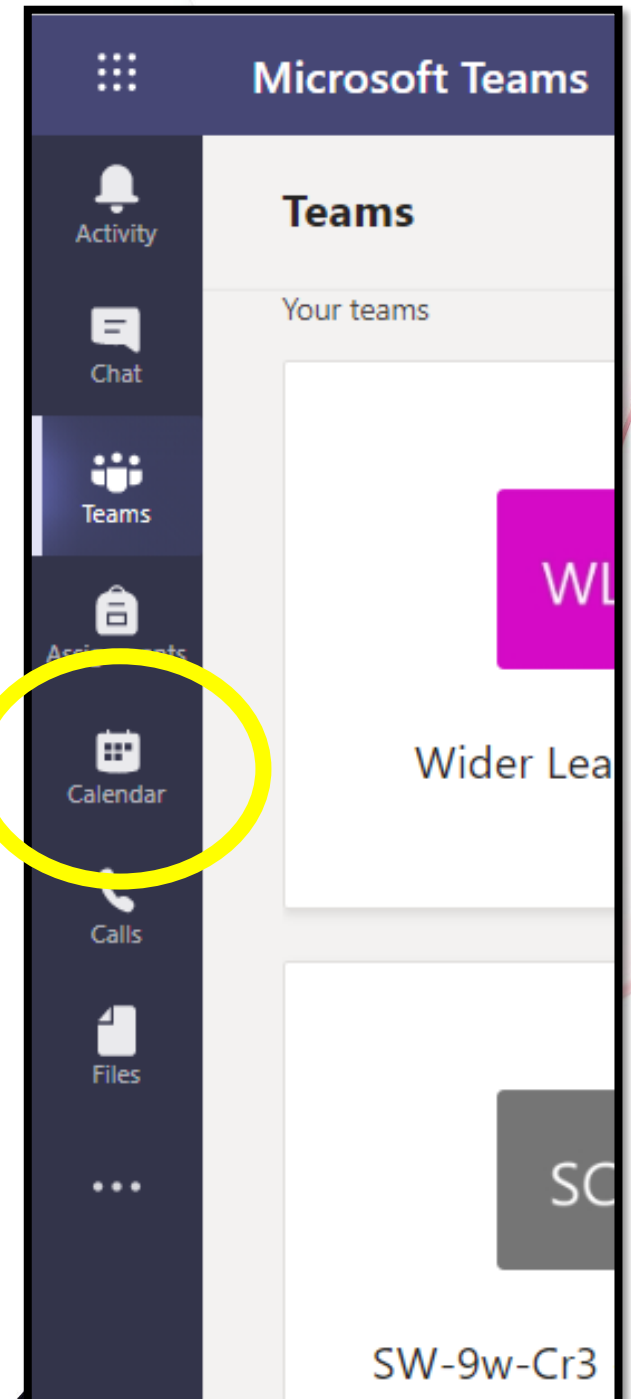
Teachers will invite your child to their lessons.

They will always invite the whole class.

These invites will go to your email address and appear in your calendar.

Please **accept** the invite when it is sent to you.

Your calendar will then populate with all the lessons you have now and in the future.



If we enter a full lockdown we will be using Teams to teach lessons.

Some staff are already using Teams to share lesson resources and set homework this year.

### **Here are some of the rules to follow when using Teams:**

- Blur your background when you enter a lesson
- Attend lessons from an appropriate place in the home – not bedrooms
- Arrive to lessons on time
- Dress appropriately
- Only SWA students can attend lessons
- Only class lessons as a group will take place
- No recording of lessons by anyone is permitted at any time
- Put your hand up using the 'raise hand' function to ask questions, no shouting out





This is your email account.

All students have a new FMAT email account.

They must keep their password safe and not tell anyone.

This email address will allow them to log into their emails and other Office 365 apps.

They must check this regularly.

This is monitored by the school for appropriate use.

## When sending and receiving emails you must consider:

1. How you write your emails, think about who will receive your message and its tone at all times. Keep it polite and professional.
2. All correspondence in the academy is monitored to keep everyone safe. We have software that supports us in doing this and key staff will be alerted to inappropriate use or bad language.
3. When writing an email to others only use students school addresses **not** their personal accounts.

# OneDrive

This is your area.

It is secure.

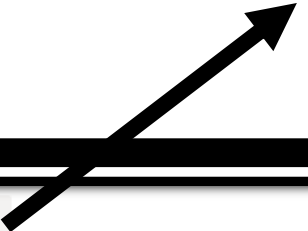
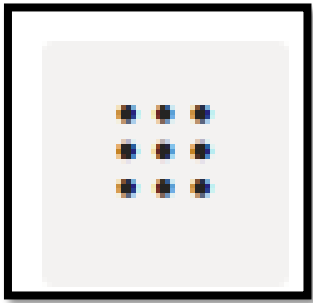
Only you can see what is in your area.

You can choose to share documents/work with your teachers from here.

What you save here can be accessed by you anywhere when you log in to your OneDrive account.



Click these 9 dots, known as a waffle, to move between all the office programmes.



Office 365 →

Search

Upload ▾ Share Copy link Sync Download Automate ▾

Year 7

Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
Bottle assessment.docx	Yesterday at 11:27 PM	Kaye Downing	1.75 MB	Private
y7 deep feedback September 2020.docx	2 days ago	Kaye Downing	119 KB	Private

Apps

- Outlook
- Word
- PowerPoint
- SharePoint
- Sway
- OneDrive
- Excel
- OneNote
- Teams
- Forms

All apps →

Documents

New ▾

Thank you for  
your time.